

INTRODUCTION

The focus of this manual is on registering vehicles that weigh over 26,000 pounds and travel in Wisconsin and other states. If your vehicle(s) travels only in Wisconsin (intrastate operation), the registration information in this manual does not apply to you. However, if your vehicle(s) travels outside of Wisconsin, you are conducting an interstate operation. This manual will explain the steps to take to properly register your vehicle for interstate travel and some of the requirements that go along with interstate registration.

When you travel outside of Wisconsin with your heavy vehicle, you have to register the vehicle with each jurisdiction and pay registration fees. (The term “jurisdiction” means a state or Canadian province.) To accomplish this, jurisdictions have entered into an agreement called the International Registration Plan (the IRP). The IRP allows a motor carrier to make one application to its base (home) jurisdiction instead of applying separately to each jurisdiction where the carrier operates. Registration fees paid to each jurisdiction are determined by the percentage of miles fleet vehicles travel in that jurisdiction. The terms “apportioned” and “apportionment” refer to IRP registration because registration fees are divided or “apportioned” among jurisdictions.

When you apply for IRP registration, you are registering your “fleet.” A fleet is the unit of registration. A fleet can be one or several vehicles, or as many as hundreds of vehicles. You must keep track of all miles accrued by all vehicles in your fleet. When you renew your registration, you must report all miles fleet vehicles traveled in all jurisdictions. To accomplish this, you must have an acceptable mileage accounting system in place. This involves maintaining mileage records and keeping track of odometer readings for each vehicle in your fleet.

This manual provides the basic information needed to prepare applications. The contents of this manual, however, will not cover every unique situation or answer all questions that may arise. Some of the information in this manual applies to specific operations and vehicle types such as one-way rentals and buses and may not apply to you.

To speed up the registration process, we encourage applicants to read and follow the written instructions precisely.

Send all applications to:

Mailing Address: Wisconsin Department of Transportation
Motor Carrier Services IRP Unit
PO Box 7955
Madison, WI 53707-7955

Physical Address: Hill Farms State Transportation Building
Motor Carrier Services, Room 151
4802 Sheboygan Avenue
Madison, WI 53707

Telephone: (608) 266-9900

Fax: (608) 267-6886
(Note: Supplement and amended applications may
be faxed. New operation and renewal applications
must be mailed.)

If you have questions on registration on non-IRP vehicles or Wisconsin
titles, contact the DMV Research and Information Unit at (608) 266-1466.

If you have questions on enforcement of motor carrier requirements
contact State Patrol Motor Carrier Enforcement & Inspection at
(608) 266-3212.

If you have question on federal requirements, contact the United States
Department of Transportation at (608) 829-7530.

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1.0 What is IRP?

Members of IRP

IRP stands for International Registration Plan, a co-operative agreement for registering vehicles that travel into two or more jurisdictions (states/Canadian provinces). The IRP provides for payment of licensing fees based on fleet miles operated. The unique feature of the IRP is that although license fees are paid to the base jurisdiction and distributed to various jurisdictions in which fleet vehicles are operated, only one (1) license plate and one (1) cab card (registration certificate) are issued for each fleet vehicle. The cab card lists the jurisdictions and registered weights where fleet vehicles travel. The following jurisdictions are IRP members. (Note abbreviations)

AL	Alabama	LA	Louisiana
AB	Alberta	ME	Maine
AZ	Arizona	MB	Manitoba
AR	Arkansas	MD	Maryland
BC	British Columbia	MA	Massachusetts
CA	California	MI	Michigan
CO	Colorado	MN	Minnesota
CT	Connecticut	MS	Mississippi
DE	Delaware	MO	Missouri
DC	Dist. Of Columbia	MT	Montana
FL	Florida	NE	Nebraska
GA	Georgia	NV	Nevada
ID	Idaho	NB	New Brunswick
IL	Illinois	NH	New Hampshire
IN	Indiana	NJ	New Jersey
IA	Iowa	NM	New Mexico
KY	Kentucky	NY	New York
KS	Kansas	NF	Newfoundland

NC	North Carolina	SC	South Carolina
ND	North Dakota	SD	South Dakota
OH	Ohio	TN	Tennessee
OK	Oklahoma	TX	Texas
ON	Ontario	UT	Utah
OR	Oregon	VT	Vermont
PA	Pennsylvania	VA	Virginia
PE	Prince Edward Is.	WA	Washington
PQ	Quebec	WV	West Virginia
RI	Rhode Island	WI	Wisconsin
SK	Saskatchewan	WY	Wyoming
SC	South Carolina		

2.0 How IRP Works

Under the IRP, interstate carriers must file an application with the jurisdiction in which they are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. The apportioned plate, stickers and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions. (Intrastate operations also may require meeting the operating authority of the individual jurisdictions.) Registration fees are calculated according to each jurisdiction's specific registration schedules.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP jurisdictions according to:

- percentage of mileage travelled in each jurisdiction
- vehicle identification information and
- maximum weight
- value, age, unladen weight, etc. (In some jurisdictions)

Here is an example of how registration fees for a vehicle based in Wisconsin are calculated. The registrant travels in Wisconsin, Illinois, Michigan, and Minnesota and accrues 25,000 miles in each jurisdiction for a total of 100,000 miles. The registered gross weight of the vehicle is 80,000 pounds. Through the IRP, each state receives a portion of what it costs to register the vehicle. Given the example, you pay each state a portion equal to 25% of the fee you would pay to get an intrastate (non-IRP) plate from that state.

	<u>Mileage %</u>	<u>X</u>	<u>Full Fee</u>	<u>=</u>	<u>Apportioned Fee</u>
IL	25,000 25%	X	\$2,790	=	\$697.50
MI	25,000 25%	X	\$1,660	=	\$416.50
MN	25,000 25%	X	\$1,760	=	\$440.00
WI	25,000 25%	X	\$1,987.50	=	<u>\$496.88</u>
Total Registration Fee				=	\$ 2,050.88

Under the IRP all member jurisdictions:

- accept a single registration plate
- accept a single certificate of registration (cab card)
- allow registrants to travel both interstate and intrastate. (Note: intrastate travel is subject to the terms of the operating authority issued by each member State/Province.)

Apportioned Registration Does Not:

- Waive or exempt a truck operator from obtaining operating authority from any State/Province in which the apportioned vehicle travels (either inter or intra); or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA); or
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.); or
- Allow registrants to exceed the maximum length, width, height or axle limitations; or
- Waive or exempt the payment for reporting of the Federal Heavy Vehicle Use Tax (Form 2290); or
- Exempt a carrier from filing the necessary proof of liability coverage in each State/Province where required.

3.0 When To Apportion Your Vehicle

To register through IRP, you must have a vehicle(s), which will operate in two or more member jurisdictions.

You may register a vehicle(s) in Wisconsin if you have an established place of business here, or if you are an owner-operator you must be a Wisconsin resident and have a valid Wisconsin driver's license. Your fleet must accumulate mileage in Wisconsin and the operational records for your vehicles must be kept or be made available in Wisconsin for audit.

Apportionable Vehicle (as defined under Section 204 in the International Registration Plan):

“Apportionable Vehicle” means any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, buses used in transportation of chartered parties, and Government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

1. Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
2. Is a power unit having three or more axles, regardless of weight; or
3. Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and two-axle vehicles and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

Base Jurisdiction (as defined under Section 210 of the International Registration Plan)

“Base Jurisdiction” means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 1602.

Established Place of Business (as defined under Section 218 of the International Registration Plan)

(a) “Established Place of Business” means a physical structure owned, leased or rented by the fleet registrant.

(b) The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:

- 1) a telephone or telephones publicly listed in the name of the fleet registrant,
- 2) a person or persons conducting the fleet registrant’s business, and
- 3) the operational records of the fleet (unless such records can be made available in accordance with the provisions of Section 1602.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration. Some jurisdictions may require an exempt vehicle to be registered in that jurisdiction. If you plan on operating an exempt vehicle outside of Wisconsin, contact the jurisdiction(s) where you will be operating to determine what form of registration may be required.

- Vehicles operating under separate reciprocity agreements that the IRP has not superseded; or
- Recreational vehicles used for personal pleasure or travel by an individual or family; or
- Commercial vehicles displaying restricted plates that have geographic area, mileage or commodity restrictions; or

Intrastate Operations (Vehicles less than 26,001 pounds)

A vehicle that weighs less than 26,000 pounds and operates intrastate in another jurisdiction besides the base jurisdiction requires registration for that jurisdiction. Therefore such vehicles are generally apportioned instead of obtaining a non-apportioned plate from both the base jurisdiction and the other jurisdiction where intrastate operations occur.

4.0 Types of Operations

For-Hire Carrier

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities, or property for compensation.

Private Carrier

A person, firm or corporation that uses its own trucks to transport its own freight.

Owner-operators

Owner-operators who lease their vehicle(s) may register in either one of two ways:

- The owner operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner operator. The apportioned plate(s) will be the property of the owner-operator. The owner-operator will be responsible for registration of such vehicles(s) and for establishing and maintaining mileage records and making records available for audit.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the name of both the carrier as lessee and the owner-operator as lessor. The apportioned plate(s) will be the property of the registrant (lessee-carrier). The lessee-carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining mileage records and making records available for audit.

Buses

a) Regular routes

Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the point of destination of the route scheduled.

b) Charters

Buses used exclusively for the transportation of “chartered parties” are exempt from apportioned registration under IRP. They may apportion if they choose to do so.

Household Goods Carriers

a) Equipment Leased From Service Representative

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or that of the carrier

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name and the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.
- If the base jurisdiction of the household goods carrier is selected, equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction.

b) Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor, and that of the carrier's as lessee, with the apportionment of fees according to the records of the carrier.

Rental Vehicles

The IRP specifically provides for the registration of various types of rental fleets. Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges providing that:

- Such person has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental; and
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet; and

- Such vehicles are part of a rental fleet that are identifiable as being a part of such fleet and must include the specified number of vehicles; and
- Such person or firm registers the vehicles as described below:

a) Rental Definitions

For purposes of IRP, the following definitions are applicable to rental vehicles:

- **Rental Owner** - an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets without drivers.
- **Rental Fleet** - one or more vehicles that are rented or offered for rental without drivers and designated by a rental owner as a rental fleet.
- **Rental Vehicle** - a vehicle of a rental fleet.
- **Renting and Leasing** - the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- **Rental Transaction** - for the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

b) Rental Passenger Cars

Divide the gross revenue received in the preceding year for use of such rental arising from passenger car rental transactions occurring in Wisconsin by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all member (IRP) jurisdictions in which such vehicles were operated. The resulting percentage shall be applied to the overall total number of rental passenger cars to determine the actual number of rental passenger cars that shall be plated and pay full registration fees in Wisconsin.

(Note: Allocation of rental cars is at the option of the registrant.)

c) Trailers and Semi trailers (Pool Fleets)

Trailers and semi trailers not in separate pool fleets and used in normal tractor-trailer operations shall be licensed according to application for apportioned registration. Where required, trailers and semi trailers over 6,000 pounds (2,722 kilograms) gross vehicle weight and used solely in pool fleets shall be licensed by dividing the gross revenue received in the preceding year for the use of such rental vehicles arising from rental transactions in all member jurisdictions. The resulting percentages shall be applied to the overall total number of units to determine the actual number of rental units that shall be plated and pay full registration fees in Wisconsin.

d) Utility Trailers

Every owner of utility trailers of 6,000 pounds (2,722 kilograms) gross vehicle weight and under, engaged in the business of renting such trailers for use in Wisconsin shall, on renewal, register a number of trailers equal to the average number of such trailers rented in or through Wisconsin during the preceding year.


e) One-Way Vehicles

Trucks of less than 26,000 pounds (11,800 kilograms) gross vehicle weight operated as part of an identifiable one-way fleet will allocate and fully plate vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one-way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions. These vehicles must also meet all specific requirements for intrastate and interstate travel.

5.0 International Fuel Tax Agreement – IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. Except Alaska, the Northwest Territory, Washington DC. and the Yukon, all contiguous states and provinces are IFTA member jurisdictions.

Alabama	Maryland	Oregon
Alberta	Massachusetts	Ontario
Arizona	Michigan	Pennsylvania
Arkansas	Minnesota	Prince Edward Is.
British Columbia	Mississippi	Quebec
California	Missouri	Rhode Island
Colorado	Montana	Saskatchewan
Connecticut	Nebraska	South Carolina
Delaware	Nevada	South Dakota
Florida	New Brunswick	Tennessee
Georgia	New Hampshire	Texas
Idaho	New Jersey	Utah
Illinois	New Mexico	Vermont
Indiana	Newfoundland	Virginia
Iowa	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia	Wyoming
Maine	Ohio	
Manitoba	Oklahoma	

 **Wisconsin** is your base jurisdiction for IFTA licensing and reporting if:

- Your qualified motor vehicles are registered in Wisconsin;
- You have an established place of business in Wisconsin from which motor carrier operations are performed;
- You maintain the operational control and operational records for qualified motor vehicles in Wisconsin) or can make those records available there; and
- You have qualified motor vehicles that actually travel on Wisconsin highways.

The IFTA license offers several benefits to the interstate motor carrier. These benefits include one license, one set (two) of decals, one quarterly fuel tax report

that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

IFTA License Application Procedure

Any motor carrier based in Wisconsin and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction may file an IFTA licensee application in Wisconsin. If a carrier qualifies as an IFTA licensee but does not wish to participate in the IFTA program, fuel permits must be obtained to travel through member jurisdictions according to the regulations of each jurisdiction.

A qualified motor vehicle is a motor vehicle used for the transportation of persons or property and has at least two axles and a gross vehicle weight exceeding 26,000 pounds, or is used in combination when the combination exceeds 26,000 pounds, or has three axles regardless of weight.

Upon applying for an IFTA license and paying the required fees, you will be issued an IFTA license and decals. You must keep a photocopy of IFTA license in each vehicle and display decals on both sides of the cab of each vehicle.

Carriers licensed through IFTA must submit tax reports each quarter to the Wisconsin Department of Transportation, Motor Carrier Services, Motor Carrier Registration Unit. We will provide you with a tax report before the end of each quarter.

Quarterly tax reports must be completed and returned with any payment due. We will verify calculations and refund on overpayments. Reports must be filed by due date or a penalty of \$50 or 10% of tax due, whichever is greater, will be assessed. Interest is calculated on any tax due IFTA member jurisdiction.

<u>Quarter</u>	<u>Due on or before</u>
First: Jan./Feb./Mar.	April 30 th
Second: Apr./May/Jun.	July 30 th
Third: Jul./Aug/Sep.	October 31 st
Fourth: Oct./Nov./Dec.	January 31 st

If you are applying for IRP registration, you must apply for an IFTA license at the same time or provide a verifiable lease specifying the entity responsible for filing IFTA returns for your operation.

6.0 Related Motor Carrier Requirements

Motor Carrier Operating Authority

Authority is required for anyone receiving compensation to carry someone else's property, or in some cases, passengers. (1) Intrastate - From one place in Wisconsin to another place in Wisconsin. (2) Interstate Exempt - Crossing state lines with commodities exempt from federal regulation, such as, grain, produce, cattle, etc. (3) Interstate Regulated - A Wisconsin based carrier with federal authority, crossing state lines with passengers or property regulated by the USDOT.

For information concerning Wisconsin authority, contact the Wisconsin Department of Transportation, Motor Carrier Services, PO Box 7967, Madison, WI 53707-7967; telephone (608) 266-1356.

Federal Heavy Vehicle Use Tax (HVUT)

If you operate vehicles at a gross vehicle weight of 55,000 pounds or more, you must provide proof that you have paid your Heavy Vehicle Use Tax and filed Form 2290 with the Internal Revenue Service in order to obtain or maintain vehicle registration credentials. Questions concerning tax compliance should be directed to the Internal Revenue Service at 1-800-829-1040. To obtain a Form 2290, contact the IRS at 1-800-829-3676 or log on to <http://www.irs.gov/appl>. Submit a copy of the stamped receipt, returned to you by the IRS, with your base plate or IRP, apportioned license plate, renewal notice to the address listed on the notice. HVUT questions relating to Wisconsin IRP registration or renewal may be directed to 608/266-9900. HVUT questions relating to Wisconsin intrastate registration or renewal may be directed to (608) 264-8735. For all other questions regarding the intrastate plate renewal process, call (608) 266-1466. It is the applicant's responsibility to fully comply with all requirements listed in the Federal Form 2290.

Insurance

Interstate regulated carriers need to have form BMC 91-91X on file with the Wisconsin Department of Transportation, Motor Carrier Insurance Unit. Your insurance company files this form. In cases of exempt commodities, Form E is required in lieu of BMC 91-91X.) For more information, contact the Wisconsin Department of Transportation, Motor Carrier Services Insurance Unit, PO Box 7967, Madison, WI 53707-7967; telephone (608) 266-1356.

Interstate Exempt Permit

All “for hire” carriers with interstate exempt authority, hauling only exempt commodities must obtain an interstate exempt permit. Carriers are responsible for contacting each state where they plan to operate to be sure they’re in compliance.

Oversize-Overweight Permits

Permits are required when a vehicle or a load exceeds statutory size or weight. For information, contact the Wisconsin Department of Transportation Motor Carrier Services Section Permit Unit, PO Box 7980, Madison, Wisconsin; telephone (608) 266-7320.

Safety Regulations

All drivers and vehicles operated in excess of 10,000 pounds GVW including private contract, and common carriers are subject to safety regulations. Equipment including brake components, steering components, frames, tires, wheels, lights, fifth wheel components, load securements, rear end protection, fire extinguishers, low air warning devices and any other equipment required for the safe operation of the vehicle is subject to regulations and enforcement action.

Single State Registration

All Wisconsin based “for hire” carriers with USDOT authority, transporting property or passengers across state lines must register their federal authority with the Wisconsin Department of Transportation and obtain a Single State Registration Receipt listing the states the carrier will be travelling into. For more information, contact the Wisconsin Department of Transportation, Motor Carrier Services, PO Box 7967, Madison, WI 53707-7967; telephone (608) 266-1356.

USDOT Number USDOT Number

If you are an interstate motor carrier you need a USDOT number. The USDOT number is an identification number issued to motor carriers, registrants and shippers by the United States Department of Transportation. For information or applications, contact the US Department of Transportation, High Point Office Park, 567 D’Onofrio Dr., Madison, WI 53719-2814 or call (608) 829-7530. You can log on to <http://www.usdotnumberregistration.com>.

7.0 Application and Forms

The applicant is responsible for properly completing all forms necessary to register vehicles under the IRP. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. Incorrect or partial completion of an application will delay processing.

The basic application forms are Schedule A that is used to provide vehicle information, and Schedule B that is used to provide carrier and jurisdiction information.

Data on an application is subject to review and verification. Wisconsin acts on behalf of all IRP jurisdictions in the collection and verification of information. The registrant's signature attests to the accuracy of information on the application.

For first time applicants, Wisconsin IRP application forms and additional information are included in Wisconsin's "New Operation" packet. To obtain a packet, contact Wisconsin Motor Carrier Services, IRP Unit, PO Box 7955, Madison, WI 53707-7955; telephone (608) 266-9900.

8.0 New IRP Registrants

Before you can register through Wisconsin IRP, you must meet the IRP's "base jurisdiction" and "established place of business" requirements.

Complete and submit both Schedule A (vehicle info.) and Schedule B (carrier and jurisdiction info) If you were previously based in another IRP jurisdiction, your application is considered a renewal and you must report actual miles.

If you are obtaining an IFTA license in your name, the IFTA application must be submitted with the IRP application. If you are not obtaining an IFTA license under your name, you must provide a lease agreement between you and the carrier who is providing the IFTA license. The agreement must specify the entity responsible for filing quarterly fuel tax returns.

Unlike Wisconsin intrastate state registration which provides for quarterly registration, the IRP is an annual registration. Therefore, you are required to pay for 12 months of registration when registering with IRP. Wisconsin IRP has a "staggered" registration period that begins in the month during which you begin operations. For example, if you begin registration in May, you will pay for the twelve months of registration expiring April 30 of the next year. The designated year of registration reflects the year in which registration expires.

Processing

Applications are processed in the order in which they are received. Once an application has been processed, a billing will be sent to you.

Points to remember:

- If applying under the name of a corporation, the corporation name must first be registered with the Wisconsin Office of Secretary of State.
- Be sure that you have obtained a USDOT number, proper operating authority, and single state registration.
- If you are not obtaining an IFTA license, you must have a verifiable lease with the carrier who files fuel tax for your operation.
- If hauling for-hire, you must have proper authority on file with Wisconsin DOT's Insurance-Authority Unit.
- Be sure that you have obtained all applicable operating requirements from other jurisdictions.

9.0 Renewal Applications

Renewal applications are sent out to Wisconsin based carriers approximately three months prior to the beginning of the new registration year. The renewal applications are computer printouts containing active fleet and vehicle information at the time of printing.

Because the renewal is printed and mailed prior to expiration of current registration, any supplement activity that has taken place after printing will not be listed on the renewal printout. This includes additions/deletions of vehicles, changes of fleet/vehicle information, added jurisdictions, and unpaid billings.

It is essential that you review your renewal application for accuracy or omission of pertinent information. Failure to report or include factual data could result in processing delays and assessment of incorrect fees. The Department is not responsible for situations that may arise from erroneous information reported on your renewal application.

Renewal applications are processed by the date received. No renewal applications are processed at our counter. Be sure to submit your renewal application in a timely manner. If you submit your application after the beginning of the renewal registration year, your account will be audited.

10.0 Supplemental Applications

A supplemental application is submitted after the original/renewal application has been filed and paid. Supplemental applications should be made using Schedule A and B applications forms.

You must submit a supplemental application for the following transactions:

To Add A Vehicle(s)

Vehicles may be added to an existing fleet anytime during the registration year. Mileage information provided with your original application will be used to calculate the fees due.

To Replace a Vehicle(s) (Replacement Credit)

A fleet vehicle(s) may be replaced anytime during the registration year. To apply the credit from the previous vehicle(s) to the new vehicle(s), the information must be provided on the same application and the vehicle(s), which are being deleted, must be permanently removed from your fleet. Keep accurate records of submission of such documents and applicable correspondence. Replacement Credit does not apply if the vehicle, which you are adding, was previously registered in your fleet during the same registration year.

Not all jurisdictions allow replacement credit. You will be charged full fees on the new/replacement vehicle if apportioned in California, Colorado, Idaho, Montana, or Wyoming. Other jurisdictions allow full or partial credit depending on the type of vehicle or application.

To Increase a Vehicle(s) Weight in a Jurisdiction

An increase in vehicle weight may be made anytime during the registration year. If the registered vehicle weight is increased, you will be billed for any difference in registration fees.

To Add a Jurisdiction(s)

You may add a jurisdiction(s) to your apportioned fleet account anytime during the registration year. To add a jurisdiction(s), you must complete Schedule B listing jurisdiction(s) you want to add. Added jurisdictions apply to all vehicles in your fleet.

To Replace Lost/Stolen Credentials:

A \$3.00 fee is charged for each replacement plate; a \$3.00 fee is charged for each replacement cab card. If you are requesting a replacement plate, the total fee due is \$6.00 per plate (\$3.00 plate fee + \$3.00 cab card fee).

11.0 Registration Fees

Wisconsin Fees

All Wisconsin based apportioned vehicles are subject to annual registration fees.

Wisconsin registration fees for truck tractors are based on the combined gross weight of the tractor/semi trailer combination; fees for straight trucks, and road tractors are based on the gross vehicle weight of the power unit only; bus fees are based on gross vehicle weight; fees for wreckers are based on the fully equipped wrecker without the weight of the towed vehicle.

For apportionment purposes, these fees are reduced by a percentage factor. The percentage factor is determined by the total Wisconsin miles divided by the total miles travelled in all jurisdictions during the mileage-reporting period (July 1 - June 30).

Apportioned fees for all jurisdictions are due at the time of initial registration or upon renewal of your apportioned plates. You must pay your apportioned billing in full before credentials can be issued.

Jurisdiction fees

Every jurisdiction bases its fees upon different criteria such as vehicle weight, purchase price, vehicle model year, carrier type, etc. Some jurisdictions have more than one fee such as ad-valorem tax, excise tax, privilege tax, or clean air levy.

12.0 Billing Notice

Fees are calculated for all IRP jurisdictions for which apportioned registration has been requested. The billing notice is sent to your mailing address as shown on the application and shows the total due for the registration. We send two copies of the billing notice. Keep one copy for your records and send the other with payment to the IRP office. The billing includes registration fees for Wisconsin and other IRP jurisdictions, plate fees, and cab card fees.

Payment

Please make your checks payable to: Registration Fee Trust

Mail check and copy of billing to:

Motor Carrier Services IRP Unit

PO Box 7955

Madison, WI 53707-7955

It is important that you pay the billing promptly. If payment is not received within thirty days, the Department of Transportation will suspend all vehicles in your name and refuse registration of any other vehicles in your name as authorized by Wisc. Stat. 341.10 and 441.63(3).

Suspended fleets must pay an additional \$25.00 reinstatement fee as authorized by Wisc. Stat. 341.36.

13.0 Refunds and Credits

Wisconsin Refunds

Refunds of Wisconsin apportioned registration fees are allowed when:

- Registration is cancelled prior to or within three days after the beginning of the period for which fees were paid. You must return the plate(s) and cab card(s). If cancelled within three days after the beginning of the payment period, you must provide verifiable documentation that the vehicle(s) was not operated.
- A duplicate payment or over-payment of a registration billing.
- The result of an audit indicates a refund.
- The amount of the refund is \$2.00 or more.

We cannot issue partial year refunds once your vehicle has operated during the year.

Refunds From Other IRP Jurisdictions

- Refunds for registration fees paid to other IRP jurisdictions must be handled directly between the carrier and the individual jurisdiction(s) in accordance with their statutes.
- For refund requests from other jurisdictions, Wisconsin will not refund amounts under \$2.00.

Registration Fee Credit

Registration fee credit (replacement credit) is allowed when a vehicle is destroyed, sold, or otherwise permanently removed from a fleet and another vehicle takes its place. Not all jurisdictions allow replacement credit.

14.0 IRP Credentials

Plate, Sticker, and Cab Card

Upon full payment of your billing, we will issue an apportioned plate, cab card and two stickers for each vehicle on your application. The plate will be “non-expiring”; that is when registration is renewed, we will not issue a new plate.

The weight sticker indicates the vehicle’s weight class. You will not receive a new weight sticker at renewal unless you change the registered weight of the vehicle. The expiration sticker indicates when the registration period expires. At renewal, we will issue you a new expiration sticker to affix to your plate. Also, at renewal we will issue a new cab card for your vehicle.

When you receive your credentials, verify that the VIN, unit #, and other listed information are correct prior to operation.

Temporary Vehicle Registration (TVR)

On supplemental and amended applications, we will issue temporary vehicle registration (TVR) for your vehicle(s) prior to payment of fees. We can either fax or mail a TVR to you. TVR’s are valid for 30 days and cannot be renewed or extended. If the TVR is for a vehicle replacing a deleted vehicle, do not affix the plate to the added vehicle until the application is paid and the cab card is received. TVR’s are not issued for vehicles on original/renewal applications.

When you receive your credentials, verify that the VIN, unit #, and other listed information are correct prior to operation.

Trip Permit

Trip permit registration may be issued for any vehicle or combination of vehicles, which could be lawfully operated in the jurisdiction if full or apportioned registration were obtained. Trip permits must be obtained for the specific jurisdiction(s) where the vehicle will be operating. Trip permit registration is valid for both inter/intra-jurisdictional operations. Some jurisdictions limit the number of trip permits they will issue for a specific vehicle during a given registration year. Trip permit cost, valid time period, and issuance varies from jurisdiction to jurisdiction. In general, trip permits are available from wire services. Wire services and phone numbers are:

Comdata/Transceiver (800) 749-6068

Jet Permit LTD (800) 788-0603

Hunter’s Permit

A hunter’s permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the lessee

carrier. This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a job. The hunter's permit is valid for vehicles operating at unladen weight only and is non-transferrable.

Wisconsin's hunter's permit is valid for 30 days at a cost of \$15. The hunter's permit is valid for the power unit or power unit and trailer (unladen).

IRP Credential Enforcement

Enforcement Enforcement representatives look at the original cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way; photocopies are not acceptable as proof of registration.

Commercial vehicles not displaying a current registration plate, plate stickers and cab card, or a valid trip permit or temporary vehicle registration (TVR) are in violation of the law, and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

15.0 Mileage/Operational Records - IRP

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles travelled and other information used to determine registration fees for all member jurisdictions.

Source Documents

Driver's Trip Records (Trip sheets)

An acceptable source document to record distances is an “*Individual Vehicle Distance Record*” (IVDR). This document is completed by the driver for each trip made by an apportioned vehicle including owner-operator vehicles and leased vehicles. The most common IVDR's are driver's trip sheets and driver's logs. These and other records are acceptable provided they contain the following basic information:

1. Registrant's name
2. Date of trip (beginning and end)
3. Trip origin and destination
4. Routes travelled (highway numbers)
5. Beginning and ending odometer readings of the trip
6. Distance by jurisdiction
7. Total trip distance
8. Vehicle unit numbers (power unit and trailer)
9. Fleet number (if registrant has more than one fleet)
10. Driver's name or signature

Vehicle Costs

Acceptable documentation to support a vehicles' purchase price and date of purchase includes a purchase invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease are required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. This may or may not include sales tax, FET, etc.

Trip Permits

Copies of trip permits obtained for operations by apportioned vehicles must be available on file. The distances travelled under these permits are to be reported on your renewal application.

Monthly/Quarterly Summaries

The IVDR information must be summarized monthly and quarterly. The summary must contain the distance travelled by each unit in each jurisdiction for the month/quarter.

Yearly summary

A yearly summary showing the distance travelled for each vehicle in each jurisdiction during the reporting period (July 1 through June 30.)

Records Retention Period

All operational and mileage records that support the application and supplements must be kept for three years after the close of the registration year. For example, records for registration year 2001 must be retained until the registration for 2004 expires. (Given this example, the records from July 1, 1999 through June 30, 2000 must be kept through the end of the 2004 registration year.)

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in your fleet. Once the vehicle is deleted or removed, these records must be kept for three years after the close of the current registration year.

16.0 Audits

Authority to Audit

Article XVI, Section 1600 of the IRP Agreement, requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all member jurisdictions. IRP audits on Wisconsin based carriers will be performed by auditors from the Wisconsin Department of Transportation, Motor Carrier Services, Audit Unit.

Purpose of Audit

The purpose of audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated fees to Wisconsin and to all other IRP member jurisdictions in which a carrier operated during a given reporting period.

Audit Procedures

In conducting an IRP audit, auditors will use source documents to determine the accuracy of the distance and vehicle information recorded on the IVDR's on the monthly, quarterly, and yearly summaries, and on the forms used for IRP registration.

Audit Non-compliance finding

Upon initial audit, if you did not maintain required IVDR's and summaries, or if these documents do not contain the information listed in section 15.0 (Mileage/Operational Records) you will be subject to a penalty equal to 20% of fees paid to each jurisdiction for each registration year that is audited. If you were previously assessed an inadequate records penalty, upon failure to maintain adequate records you will be subject to a penalty equal to 50% of fees paid. If you were previously assessed more than one inadequate records penalty, upon failure to maintain adequate records you will be subject to a penalty equal to 100% of registration fees paid.